

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, February 26, 2019 @ 7:00 PM
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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members: Heidi Potter/President, Michael Kerstetter/Vice President, Judy Lynn, Brian Swartz, Brian Lauver, Craig Rodabaugh and Mayor/Sue Kinney.
Others Present: Beau Hoffman/Solicitor, Dave Walters/Engineer, Dustin Zechman/Borough Foreman, Police Chief/Tony Jordan & Elizabeth Paige/Secretary/Administrator
Public Present: Judy Varner, Diane Klinger and Brenda Dombroski

Meeting Call to Order – The Middleburg Borough Council meeting was called to order by Council President, Heidi Potter at 7:00 PM. The meeting began with the Pledge of Allegiance.

Motion made by Judy Lynn and seconded by Craig Rodabaugh to approve tonight’s meeting agenda. Motion carried unanimously.

Motion made by Michael Kerstetter and seconded by Brian Lauver to approve the January 8, 2019 meeting minutes. Motion carried unanimously.

Motion made by Judy Lynn and seconded by Heidi Potter to approve the bills paid in January 2019 as presented. Motion carried unanimously.

Motion made by Brian Lauver and seconded by Craig Rodabaugh to approve the financial statements as of 1/31/2019 as presented. Motion carried unanimously.

Public Comments:

- Middleburg Area Recreation Association Board Member, Del Ritter explained to Council the need to make improvements to the Middleburg Community Swimming Pool before the 2019 swimming season begins. The estimated cost of the repairs to the pool is approximately \$10,000 to \$15,000. Del Ritter reported so far twenty-nine (29) donations totaling \$6,100 have been received and are being deposited into a separate account designated for the pool improvements needed. At this time, Del Ritter addressed several questions from Council members. With no further discussion, Council decided to table the donation request until further research is conducted by Council member, Craig Rodabaugh.
- Jamie Swan of the New Hope Baptist Church informed Council the Church would like to hold a 5K race day on Saturday, April 20th with registration and a possible chicken BBQ sale conducted in Charles Park. Jamie Swan also requested permission from Council to close a portion of Edmond Avenue from S. Charles Avenue to Furnace Road from approximately 8 am to 12 pm for the race. After a discussion concerning the road closure, motion made by Judy Lynn and seconded by Brian Lauver to approve the request to allow barriers to be placed along Edmond Avenue for the requested 5K race by coordinating the event with the Borough Foreman, Dustin Zechman. Motion carried unanimously.

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Public Comments:

- Light-Heigel & Associates, Inc. representative, Marty Sowers introduced himself and stated Matt Sauers, former Light-Heigel representative is no longer with the company. Marty Sowers informed Council he will be the new representative to the Borough going forward. Marty Sowers briefly reviewed the rental property inspection process and how the rental inspections would be handled for year 2019. Marty Sowers stated he would be attending the upcoming Town Hall Meeting to review the property rental inspection process and the property maintenance code. Borough Administrator/Zoning Officer, Elizabeth Paige also reviewed the Borough Ordinance information sheet and complaint form, which will be handed out at the Town Hall Meeting.

Reports from Fire Company, Engineer, Police Chief, Borough Foreman & Solicitor:

- Solicitor, Beau Hoffman reviewed proposed amendments to the Borough Code, Chapter 5 – Code Enforcement, Part 5 – Licensing of Rental Properties with the Council. After briefly discussing the proposed amendments, motion made by Craig Rodabaugh and seconded by Heidi Potter to approve the Solicitor to proceed with the proposed amendments to the Borough Code, Chapter 5 – Code Enforcement, Part 5 – Licensing of Rental Properties and advertise for a public hearing at the April 9, 2019 meeting. Motion carried unanimously.
- No report received from the Reliance Hose Company.
- Engineer, Dave Walters stated the Storm Water Payment Request #07 on the agenda is not ready for approval as Larson Design Group has not reviewed and signed the payment request. Borough Council unanimously agreed to table the Storm Water Payment Request #07 until Larson Design Group has reviewed and approved the request.
- Engineer, Dave Walters reported on the February 8, 2019 Stumps Run meeting to discuss funding. The meeting was attended by representatives from SEDA-COG, PennVest, PA DEP, Senator Toomey's office, Senator Gordner's office plus Snyder County Commissioner, Lee Knepp and Snyder County Planning Director, Lincoln Kaufman. Multi Modal Funding, EDA, ARC, USDA, Growing Greener and PENNVEST were discussed as possible options for funding the project. Dave Walters provided details about the Multi Modal Funding program and the PennVest funding source as related to the project. Motion made by Craig Rodabaugh and seconded by Michael Kerstetter to support moving forward with the funding applications for the Stumps Run Project and acknowledging Senator Gordner's office for the project support and assistance. Motion carried unanimously.
- Police Chief, Tony Jordan reviewed the January monthly police report with Council
- Police Chief, Tony Jordan requested Council approve submission of the parade applications for Memorial Day Parade, May 27th and Fireman's Parade, August 8th. Motion made by Heidi Potter and seconded by Judy Lynn to approve the submission of the parade applications for Memorial Day Parade, May 27th and Fireman's Parade, August 8th. Motion carried unanimously.

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- Police Chief, Tony Jordan reported a draft agreement for contracted services was sent by the Mid-West School District Solicitor to the Borough Solicitor. Solicitor, Beau Hoffman reported he received two agreements from the Mid-West School District Solicitor and neither of the agreements clearly addresses the contracted services being requested. After a brief discussion of the number of hours available to provide for the requested contracted services, Council requested the Borough Solicitor to contact the Mid-West School District Solicitor stating ten (10) hours of contracted police service per week available at the cost previously discussed with the Police Chief.
- Borough Foreman, Dustin Zechman stated the PA Game Commission and USDA informed him if the Borough wants to move forward with removing the geese from Charles Park, Council will need to adopt an ordinance and post signage prohibiting the feeding of the geese. After a brief discussion about the geese, Council decided to table any decision on the removal of the geese from Charles Park until some research on the subject can be completed.
- Borough Foreman, Dustin Zechman informed Council the waste haulers, who previously provided a quote for the Borough cleanup day, were contacted about providing curb side pickup service this year. The curbside collection service has become too cost intensive for the trash haulers based on the labor/equipment and liability insurance costs involved. The trash haulers are willing to provide roll off collection by providing 30 yard open top roll off containers at the Borough maintenance shed area, which residents would then be able to drop off their cleanup items for collection and removal. Dustin Zechman informed Council the cleanup could then be held on Thursday, May 16th and Friday, May 17th from 7 a.m. to 7 p.m. plus Saturday, May 18th from 7 a.m. to 12 p.m. Council requested an explanation of the change in cleanup service be added to the "Spring" newsletter and agreed the cleanup drop off days would be scheduled per the Borough Foreman's suggestion.
- Borough Foreman, Dustin Zechman reviewed the estimate from S.J. Eaton Plumbing & Heating regarding the possibility of installing mini split heat pump units in various areas in the Borough office building. Council discussed the estimate and decided unanimously to hold onto the estimate for future consideration as no funds were budgeted in 2019 for major building improvements.

Old Business:

- The estimated cost quote of \$3,845.00 from GSH Installations, Inc. for replacement of the elevator shaft roof was reviewed. Motion made by Heidi Potter and seconded by Brian Swartz to approve the quote of \$3,845.00 from GSH Installations, Inc. for replacement of the elevator shaft roof. Motion carried unanimously.

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Old Business Continued:

- Council President, Heidi Potter reviewed the estimated cost of service for contracted police services per the 2019 budget cost worksheet provided by the Borough Administrator. Currently contracted police services are invoiced at a cost of \$45.00 per hour. At this time, a discussion of several of the costs factors in regards to providing contracted police services was held with Police Chief Tony Jordan. Motion made by Heidi Potter and seconded by Craig Rodabaugh to increase the per hour cost of contracted police services from \$45.00 to \$50.00 per hour effective April 1, 2019. Motion carried unanimously.

Executive Session:

- Borough Council entered into an executive session for legal/personnel matters at 9:10 p.m. Council President, Heidi Potter called the meeting back to order at 10:23 p.m. Motion made by Brian Lauver and seconded by Craig Rodabaugh to approve paying Officer David Shaffer for the 2018 Comp Time hours, which exceed the Federal Labor Law – Comp Time Cap of 480 hours, as overtime hours at his current 2019 payroll wage. Motion carried unanimously. Motion made by Heidi Potter and seconded by Michael Kerstetter to approve the creation of a limited budget line of \$5,000.00 for the police department’s overtime, which will include all overtime and comp time accrued after February 26, 2019. Motion carried unanimously.

Council Members, Mayor & Committee Reports:

- Council President, Heidi Potter stated the kick off meeting for the development of the Borough’s Comprehensive Plan is scheduled for Saturday, March 2nd to be held in the Borough building community room.
- Council President, Heidi Potter reported Middleburg Revitalization Committee (MRC) would like to hold a meeting with a couple of the Council members to discuss future projects being proposed by MRC. Council members; Judy Lynn, Craig Rodabaugh, George Price and Heidi Potter volunteered to meet with MRC to discuss future projects. Heidi Potter will coordinate a date and time with MRC. Borough Foreman, Dustin Zechman was informed about the possibility of more benches being proposed but there is no need for more benches. Heidi Potter stated she will relay this information to MRC.
- Council Member, Judy Lynn discussed the idea of holding a fund raiser (Community Day) in Charles Park with all funds raised being allocated toward the recreation park pavilion project and/or new playground equipment. Judy Lynn reported the fund raiser was reviewed with Solicitor Jeremiah Runkle, who stated it was okay for the Borough Parks & Recreation Committee to hold a fund raiser if approved by Council. Judy Lynn informed Council the date of May 18th is available to hold the fund raiser. After a lengthy discussion of costs and planning responsibilities, motion made by Brian Swartz and seconded by Brian Lauver to approve the Borough Parks & Recreation Committee moving forward with the proposed fund raiser in Charles Park on May 18th. Motion carried unanimously.

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- Mayor, Sue Kinney reported she is continuing to conduct meetings with the police department on a regular basis. Sue Kinney informed Council the January monthly reports regarding the contracted police services will be emailed to the Council members.
- Mayor, Sue Kinney informed Council she was requested to provide a letter of support to a Midd-West High School senior.
- Street & Sidewalks Committee: Chairman, Michael Kerstetter reported a meeting with PennDOT Municipal Representative, Brian Haight was held to review and discuss the possibility of piggybacking on PennDOT's project for Route 522/104. Brian Haight reported back that PennDOT is not interested in doing a piggy back with the Borough for adding Railroad Avenue and East Market Street onto their proposed Route 522/104 project. If the Borough would be allowed to piggyback then the Borough would need to meet all PennDOT specifications for road improvements with an estimated cost of \$400,000.00. Borough Foreman, Dustin Zechman stated Brian Haight recommended the Borough allow him to workup separate estimates for bidding East Market Street and Railroad Avenue at the same time PennDOT plans to bid the Route 522/104 project. Council agreed to move forward with Brian Haight recommendation to provide separate bid estimates for East Market Street and Railroad Avenue.
- Snyder County Tax Collection Committee: Representative, Heidi Potter reported a meeting has been scheduled for Thursday, February 28, 2019 at 7:00 p.m. and she will be attending.

Administrator/Secretary/Zoning Officer Report:

- Borough Administrator, Elizabeth Paige informed Council the 2018 Borough and Municipal Authority Audits were started on Tuesday, February 19th. The auditors completed the audit record reviews and testing procedures in the Borough office on Thursday, February 21st.
- Borough Administrator, Elizabeth Paige reported a draft copy of the "Spring" newsletter will be available for review and comment at the March 12, 2019 meeting.

Motion made by Brian Lauver and seconded by Brian Swartz to adjourn the meeting at 10:48 p.m.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary